HHSDC Training Center
9323 Tech Center Drive, Ste. 100
Sacramento, CA 95826
(916) 739-7502
FAX: (916) 739-7779
TDD: (916) 454-7226

HHSDC
California Health and Human
Services Agency Data Center

Information Technology Training at the HHSDC Training Center
- February 2004 -

The HHSDC Training Center is offering the following classes during February:

Technical & Project Management Classes

PC Support and Troubleshooting - Level 2 – Feb. 2-6
SAS Programming I: Fundamentals of the SAS System – Feb. 2-6
Introduction to DB2 Concepts – Feb. 2
DB2 Programming (Beginning) – Feb. 3-6
QMF Fundamentals – Feb. 17-18
Data Modeling Essentials – Feb. 17-20
NATURAL Programming Fundamentals – Feb. 23-27
Overview of Database Concepts – Feb. 23
Overview of Data Modeling – Feb. 24
Database Technology for the New Millenium – Feb. 25-27
Accessible Technology Training – Feb. 25

Software Project Management Certificate Program begins on Feb. 9!

Desktop Classes

Microsoft Visio 2000 Create Organizational Charts – Feb. 3
Microsoft Excel 2000 Advanced – Feb. 4
Microsoft Access 2000 Intermediate – Feb. 5
Microsoft Access 2000 Advanced – Feb. 17
Microsoft Excel 2000 Worksheets (Level 1) – Feb. 17
Microsoft Access 2002 (XP) Introduction – Feb. 18
Microsoft Excel 97 Worksheets (Level 1) – Feb. 18
Microsoft Project 2000 Introduction – Feb. 19-20
Microsoft Word 2000 Introduction – Feb. 19
Microsoft Access 97 Advanced – Feb. 23
Microsoft PowerPoint 2000 Introduction – Feb. 23
Microsoft Excel 2000 Charting and Organizing Data – Feb. 24
Microsoft Visio 2002 (XP) Introduction – Feb. 24
Microsoft Access 2002 (XP) Intermediate – Feb. 25
Microsoft Excel 97 Charting and Organizing Data – Feb. 25
Microsoft Access 2000 Introduction – Feb. 26

Featured Classes for February

- *Data Modeling Essentials*, Feb.17-20 – $825

- *Overview of Database Concepts*, Feb.23 $225

- *Overview of Data Modeling*, Feb.24 – $225

- *NATURAL Programming Fundamentals*, Feb.23-27 – $1,275

Bring a buddy to class and get half off the normal tuition rate!

Enroll two students into a Featured Class and receive a **50% discount** off the second student's tuition!

NOTE: The buddy must be a government employee and must attend the same Featured Class session. Offer limited to Featured Classes only. For each discounted student your agency must enroll one student at the standard tuition rate. Offer is void if either student does not attend. Enrollments are first-come, first-served and subject to space availability.

Visit our Web Site at
www.training.ca.gov

Registration Information

SATISFACTION GUARANTEED OR YOUR MONEY BACK

The HHSDC Training Center is a State of California agency providing information technology training services to public sector employees.

To enroll in a class at HHSDC, please have your training coordinator call the HHSDC Training Center Registration Line at 739-7502. We will take all enrollment and billing information over the phone, then send the training coordinator written confirmation and a map to HHSDC for each student.

Cancellations and *requests to reschedule enrolled students* **MUST** be made by **TEN (10) WORKING DAYS PRIOR TO THE FIRST DAY OF CLASS** or the department will be required to pay the full course fee. Substitutions of enrolled students may be made at any time.

The HHSDC Training Center is located at 9323 Tech Center Drive, Suite 100, in Sacramento. Tech Center Drive is located one block south of the intersection of Folsom Blvd. and Mayhew Road, between Bradshaw and Watt. **The class will be in session each day from 8:15 A.M. to approximately 4:30 P.M.** Plenty of free parking is available.